

## **Agenda**

### **Process Standardization Working Group Meeting**

*Thursday September 19, 2002--- 9:00 a.m. to 4:00 p.m.*

**LOCATION:** GCSECA, 120 North 44<sup>th</sup> Street, Suite 100, Phoenix, AZ

<b>Topic</b>	<b>Lead</b>	<b>Anticipated Outcome</b>	<b>Att.</b>
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Evelyn Dryer will welcome participants to the full group session of the Process Standardization Working Group meeting ("PSWG"). A sign-in sheet will be circulated. Minutes from the August 15, 2002 meeting will be approved.	
2 Issue 102 & 129 – 867 corresponding with VEE Rules	Shirley Renfroe	Shirley will present the revised document for group approval. A usage message may be needed for the UNI in the header, more research is needed. TEP will report on moving the UNI REF 02 to the REF 03 field, this will have to be checked with ITRON.	
3 Status of PSWG approved documents sent to Utilities Division Director for approval as the state standard.	Tony Gillooly	<b>Action Item: Tony will update the group regarding if a hard copy of the Change Control document has been sent to the Utilities Director.</b>	
4 Issue 130 – Need to create a glossary of Direct Access terms.	Jenine Schenk	Status update from document reviewers. Presentation of Glossary with missing terms added. <b>Action Item: All participants to take back and review this document and the new entries in the missing definition paper handed out by Anne Cobb. Anne will coordinate a conference call and/or communicate through email with Paul, Tony and Judy to finish missing definitions and submit to Jenine by the 6<sup>th</sup> of September.</b>	
5 Issues 141 - What will the Utilities do when they are approached by inactive ESPs who completed compliance testing and now are asking to become active in their territory.	Barry Scott	Barry Scott (SSVEC) will write a standard setting up guidelines for utilities and providers concerning authorization/reauthorization as a provider in a service territory. <b>Action Item: Barry Scott will write a standard for utilities and providers concerning authorization and reauthorization in a service territory. This will be distributed and discuss at the next meeting.</b>	
6 Issue 106 – Develop a document showing all agreed upon billing business rules.	Shirley Renfroe	The group will identify how to proceed in handling this issue. <b>Action Item: Shirley will bring billing documentation for the group to review.</b> <b>Action Item: All participants to review, pg 66-85 in the "June 15th 2000 - Status Report to the ACC" (Bluebook), what items need to be added or have changed since the printing. There are only ten items that have been agreed to, also check the closed issue list for any billing items. Be prepared to discuss at the September 19<sup>th</sup> meeting.</b>	

8	Issue 143 - Discussion of the North American Energy Standards Board, Retail Electric Quadrant questionnaire	Pat Cassidy	Review questionnaire  <b>Action Item: Pat will research and report to the group at the next meeting.</b>
9	Sale of Assets by ESP.	Barbara Keene	Barbara brought back to the group an answer to the question regarding the sale of assets by an ESP. They are under the same rules as a UDC; they will likewise need to obtain an approval by the ACC. This opened discussion in the group regarding what is considered an asset. Does the ACC govern this by an amount? <b>Action Item: Barb will bring the statute regarding this issue.</b>
9	New Issues	Tony Gillooly	Master issues list has not been updated. An updated copy needs to be distributed. Evelyn may have charge of this. <b>ACTION: Tony will ask Evelyn to send out an updated issue list as well as an updated resolved issue list.</b>
10	Set Next Agenda and Future Meeting Times	Evelyn Dryer	The group will set the agenda for the next meeting.
11	Meeting Evaluation	Evelyn Dryer	The group will provide feedback.
10	Adjourn Meeting	Evelyn Dryer	The meeting will be adjourned.

\*\*\*Any of the above agenda items may be voted on and approved as a standard by the PSWG\*\*\*